

TAB

Approved For Release 2001/07/23 : CIA-RDP56-00403A000100070022-8

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 29 May 1953

FROM : Assistant Director for Research and Reports

SUBJECT: Training Requirements for F.Y. 1954 Revised and F.Y. 1955

REFERENCE: Memorandum for Office Heads of the Agency from Director of Training, subject as above.

1. Transmitted herewith is the projected training for ORR personnel over the next two years.

2. The courses listed are of varying lengths and have been considered with projected program needs on a man-hour basis. It is estimated that a minimum of 84 man years will be provided for the training of ORR personnel in the courses listed. It should be understood that this projection is based upon division and branch needs and does not necessarily reflect only those courses which are currently available.

3. Since it is necessary to relate training to constantly reviewed program objectives, increases and/or decreases in the attached projection may be forthcoming. Therefore, it is hoped that the attached will provide the Office of Training with a guide for the submission of its budget in the full realization that flexibility in training is essential to the ORR program.

4. If further details or justification are necessary at this time, this Office will provide the necessary information on request.

FOR THE ASSISTANT DIRECTOR:  
25X1A9a

Chief, Administrative Staff, ORR

Enclosure:

ORR Training Requirements for  
F.Y. 1954 and F.Y. 1955 Projected

25X1A9a  
St/A/RR/ :amm